



PR/094821 | Secretary [Japanese - English]

## 募集職種

### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

### 求人ID

1541503

### 業種

法律事務所

### 雇用形態

正社員

### 勤務地

ベトナム

### 給与

経験考慮の上、応相談

### 更新日

2025年07月01日 06:00

## 応募必要条件

### 職務経験

3年以上

### キャリアレベル

中途経験者レベル

### 英語レベル

ビジネス会話レベル

### 日本語レベル

ビジネス会話レベル

### 最終学歴

短大卒：準学士号

### 現在のビザ

日本での就労許可は必要ありません

## 募集要項

### Company and job overview

Our client is one of the big Law firm from Japan

### Job Responsibilities

- Schedule coordination and invoice issuance via email and phone in Japanese and English
- Formatting documents (Word, PowerPoint, Excel) for lawyers to send to clients
- Handling multiple tasks efficiently and prioritizing instructions from multiple lawyers
- Collaborating with lawyers, secretaries, and other staff (accounting, IT, PR) in Tokyo and other Asian offices (Singapore, Yangon, Bangkok, Jakarta)

- Accurately inputting data for invoices, expense reimbursements, and client business card information

#### **Job Requirements**

- Proficiency in Japanese and English for communication and correspondence
- Proficiency in Word, PowerPoint, and Excel (basic functions)
- Ability to prioritize and efficiently handle multiple tasks
- Effective collaboration with various staff and timely completion of tasks
- Accurate data entry for invoices and expense reimbursements
- Having experience as a secretary, general office work, admin, or sales office work; study abroad experience in Japan; work experience in a Japanese company

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会社説明